

Privacy Notice – remote learning and live lessons additional information

During the Covid-19 (Coronavirus) pandemic, we provide remote lessons using Microsoft Teams.

Pupils have a school log-on for this and should not provide any further personal information or contact details when accessing the system. More details on the system we use can be obtained at:

Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-365/microsoftteams/security>

Safety and Security

We have a number of measures in place to mitigate against the potential misuse of pupils' personal data and to ensure the live lessons are accessed safely. These include:

- Communication with pupils must occur within school hours
- Staff must use school email accounts (not personal ones)
- Staff must not share personal information
- All staff involved in remote learning must at all times ensure that they follow normal GDPR procedures and safeguarding procedures, including updated COVID-19 annex.
- Staff will make sure only they can share their screen in the lesson. Staff should double check what other tabs they have open in their browser, if they're sharing their screen.
- Settings must be set so that all users' microphones are muted on joining and this only turned off when needed.
- Settings must also be set to turn off other user's video's so that staff cannot see pupils, they can only hear them for the full duration of the lesson.
- The waiting room feature should be used to make sure everyone allowed into the lesson is allowed to be there.
- Parents are made aware of the lessons taking place and their time.
- Teachers use the chat feature if pupils have questions or want to clarify anything.

Recording of lessons

Purpose:

- During the current pandemic the Trust Schools are delivering remote learning for the majority of pupils. These lessons are recorded to enable catch up for pupils unable to be in the lesson or for pupils to access to complete work after the lesson.
- Recording of lessons is invaluable for some pupils due to access to devices, their ability to work remotely at set times, and the flexibility needed for pupils and parents during the pandemic.
- Not all lessons are recorded. Where lessons are recorded pupils will be aware of this as set out in this document.

Related Information:

- Safeguarding Policy
<https://www.midlandacademiestrust.co.uk/attachments/download.asp?file=34&type=pdf>
- Behaviour Policy:
<https://www.midlandacademiestrust.co.uk/attachments/download.asp?file=9&type=pdf>
- Privacy Notice:
 - For Staff please visit:

<https://www.midlandacademiestrust.co.uk/attachments/download.asp?file=19&type=pdf>

- For Pupils and Parents please visit:

<https://www.midlandacademiestrust.co.uk/attachments/download.asp?file=20&type=pdf>

Notification of recording:

- Parents will be informed that lesson recording takes place for the purposes of lesson catch up for individual classes and groups.
- **Pupils will be alerted to the fact that the lesson is being recorded via a message that appears in Microsoft Teams (blue line with message and red dot at the top of the screen with a time).**
- Pupils must not record or download their own lessons at any time either using personal devices, mobile phones or school laptops.
Staff should at no time download or store a lesson with pupils in attendance anywhere else other than within the Teams Lesson where it originates without prior approval of the Director of Education.
- Each lesson will have an expectations slide that reminds pupils that the lesson is recorded and the expectations required of them.
- Pupils images/videos will not be recorded, as their videos have been set to be off. The system will only record their names and any questions they may ask in the lesson.
Practical subjects such as Drama where assignments may require recorded submissions will be dealt with through a separate system and not through Teams lessons.

Use of recordings:

- In recorded lessons teachers will start the recording where applicable at the start of the lesson **and end at the end of the lesson before ending the session.**
- Recorded lessons are only available internally for pupils in the class, their teacher, pastoral lead and members of SLT and these will not be made public. Any change to access must be approved by the Vice Principal responsible for remote learning.

Retention:

- As a minimum all lesson recordings are deleted annually in the summer as the Trust resets Microsoft teams ready for a new Academic Year.
- Teachers are individually encouraged to remove/delete videos termly where these are no longer needed by the class, however it is understood that for revision and revisit of information that this information may be needed later in the year.
- If recorded lessons are need for any longer or additional purposes e.g., evidence for an assignment or qualification, then parents/pupils will be contacted separately to provide consent for this.

Training:

- Staff have been trained in the use of Teams and will be provided with this protocol to ensure that they know and understand how to use the system and remain compliant with this guidance.

The General Data Protection Regulations (GDPR)

The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below.

The use of your/your child's information for these purposes is lawful for the following reasons:

- We are under a legal obligation to collect the information or the information is necessary for us to meet legal requirements, such as our duty to safeguard pupils. **(Article 6, 1c)**
- It is necessary for us to hold and use the information for the purposes of providing schooling and so we can look after our pupils. This function is in the public interest because everybody needs to have an education. **(Article 6, 1e)**
- Sometimes we need permission to use certain information. In these circumstances, we will ask you/your child, for permission. **(Article 6, 1a)**
- If you give your consent, you may change your mind at any time.

Concerns

If you have any specific queries or concerns about the data processing required in order for your child to access live online lessons, then please speak to your teacher in the first instance, and ask them to contact the Academy Data Protection Lead. We also have a Data Protection Officer who works with Academies. They can answer questions you have about what the school does with your/your child's information.

If you want to speak to them, then you can contact us using info@midlandacademiestrust.co.uk

If necessary you can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>

Consent

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to previously. If you do not wish for your child to participate in live lessons, and would prefer your child had paper-based materials or received their work in a different way we would ask that you contact your child's school to make arrangements for this using the contact details on their website.